

15 July 1969

MEMORANDUM FOR: Chief/Recruitment Division

FROM : Chief/Washington Area Recruitment Office

SUBJECT : Annual Report of FY 69 Accomplishments and
FY 70-71 Plans and Objectives

FY 69 Accomplishments and Personnel Staffing.

1. FY 69 was a year of selective hiring resulting from reduced Agency recruitment needs. Thirty-seven hundred eighty-nine applicants were interviewed in WARO. As a result of WARO interviewing efforts 25X9 individuals entered on duty. The percentage of "take" from FY 69's interviews was approximately the same as in FY 68. Although the total number of interviews conducted in WARO was slightly less than the number interviewed in FY 68, there was a heavy increase in telephone inquiries during this fiscal year. The large volume of telephone calls was apparently a result of wary applicants, confronted by the freeze in other government departments and agencies, calling to save a trip for an interview if at least some assurance of employment possibility could not be given. In many instances, the callers, who briefly described their qualifications, were not encouraged to come for interview.

25X1A 2. Miss [REDACTED] one of the WARO secretaries, was reassigned to another component of the Agency on 9 June 1969. Since Miss [REDACTED] 25X1A departure, the remaining clerical staff has been given some assistance by provisionally cleared personnel on loan from the Interim Assignment Section in taking care of the Branch's clerical workload.

3. The following statistics reflect the workload of the Washington Area Recruitment Office for FY 69:

	CT	Clerical	Commo	Other Professional	Total
Interviews	119	1333	127	2210	3789
Recommends	44	406	28	328	806
Security Initiations	22	327	19	91	459
Entered on Duty					

Subj: Annual Report of FY 69 Accomplishments
and FY 70-71 Plans and Objectives

Special Referrals

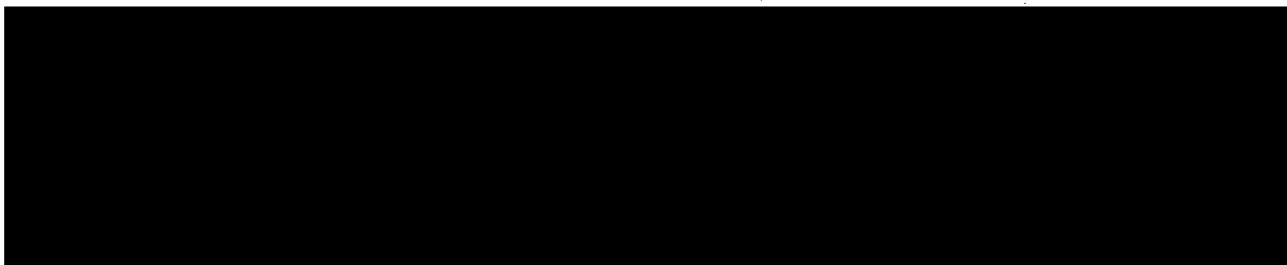
White House	1
Senators	31
Representatives	66
Senior Agency Officials	20
Senior Officials other Agencies	8
Total	126

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In addition to the EOD's shown above, a number of contract employees have eod'd in the Agency via WARO -- particularly in [REDACTED] SB, TSD, the Language Training School, Logistics and the Office of Security. Our efforts were particularly successful in staffing the Office of Security's [REDACTED] Project and in staffing the Office of Logistics with wage board employees.

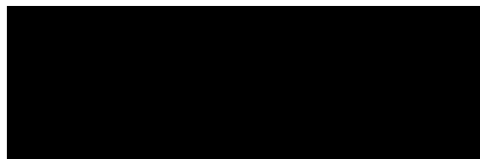
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FY 70-71 Plans and Objectives



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2. There will be a continuing need from time to time for provisionally cleared assistance to take care of the heavy clerical workload during recruitment peaks.



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